# Office Assistant 2

# \$2,016-\$2,598 Monthly (Range 28) Plus a Comprehensive Benefits Package!

### **Agency Information**

The Department of Corrections is seeking a highly motivated and qualified individual for an Office Assistant 2 position, located at the Department of Corrections Headquarters, in Tumwater, Washington.

#### Agency Profile:

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

Agency Mission: To Improve Public Safety.

#### DOC offers:

- Hundreds of rewarding and exciting careers
- Flexible schedules
- Comprehensive compensation packages
- Training and development opportunities
- Tuition reimbursement
- The fulfillment of public service

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 9,000 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit www.doc.wa.gov.

### **Duties**

This position supports the mission goals and objectives of the Capital Programs (CP) Unit by providing timely and accurate information through receiving, preparing, and distributing mail.

- > Responsible for sorting and distributing incoming mail for Department of Corrections Headquarters and field locations.
- > Opens all non-designated mail to determine recipient.
- > Prepares mail for pickup by Consolidated Mail Services (CMS), ie., wraps, tapes, and addresses packages.
- > Updates addresses and mail stop information.
- > Performs daily deliveries and other routine runs as needed.
- > Maintains mailroom supplies.
- > Provides assistance to the Administrative Assistant 3 position during heavy workload and absences.

### **Qualifications**

#### **Required Qualifications:**

- > One year of mailroom experience.
- > Ability to use a telephone, computer, fax, printer and photocopier.
- > Establish priorities, stay focused, double check for detail, and multi-task with multiple interruptions each day.
- > Willing to work as a productive and cohesive member of a support staff team, and share the workload as required by staffing fluctuations/shortages, for the good of the organization.
- > Maintain a regular and predictable attendance at work.

#### **Desirable Qualifications:**

> High school graduation or equivalent and one years of clerical experience.

## **Special Notes**

Please consider the following when deciding whether to apply for this opportunity:

- > Must be able to move and relocate a minimum of 25 pounds repeatedly from varying surface levels.
- > Must be willing to stand on hard surfaces for long periods of time.
- > Must pass a criminal history records check for employment and be fingerprinted.
- > Must have a valid driver's license.
- > All DOC facilities are smoke and/or tobacco free.

You must also complete the entire Application Wizard, however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click "Save" at the bottom of each tab to ensure saving your entries. Be sure to also unlock your profile and keep your e-mail address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link located under the "Tips & Help" heading within <a href="www.careers.wa.gov">www.careers.wa.gov</a>.

#### Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit: <a href="http://www.doc.wa.gov/jobs/benefitssummary.asp">http://www.doc.wa.gov/jobs/benefitssummary.asp</a>.

The Core Competencies for all Department of Corrections' employees include: Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity.

The State of Washington is an equal opportunity employer. Persons with a disability, who need assistance in the application/ testing process, or need the announcement in an alternative format, call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment, please email janet.chapman@doc.wa.gov.

# **How to Apply**

#### For job seekers who are not permanent state of Washington employees:

- 1. Go to <a href="http://careers.wa.gov/SearchAndApply.htm">http://careers.wa.gov/SearchAndApply.htm</a>.
- 2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
- 3. Click on Apply Directly under the heading My Job Search and Applications.
- 4. In the reference code field, enter \*20604\* and click on Start Search.
- 5. Click on the link, under the **Job Posting** column heading to view the complete announcement and apply.
- 6. Click through all the tabs along the top to complete your application and a questionnaire.
- 7. Attach your current resume through the **Attachments** tab.

- 8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter tab**.
- 9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
- 10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

# Help is available

- A users' guide for applying to jobs is available at <a href="http://careers.wa.gov/help/">http://careers.wa.gov/help/</a>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.